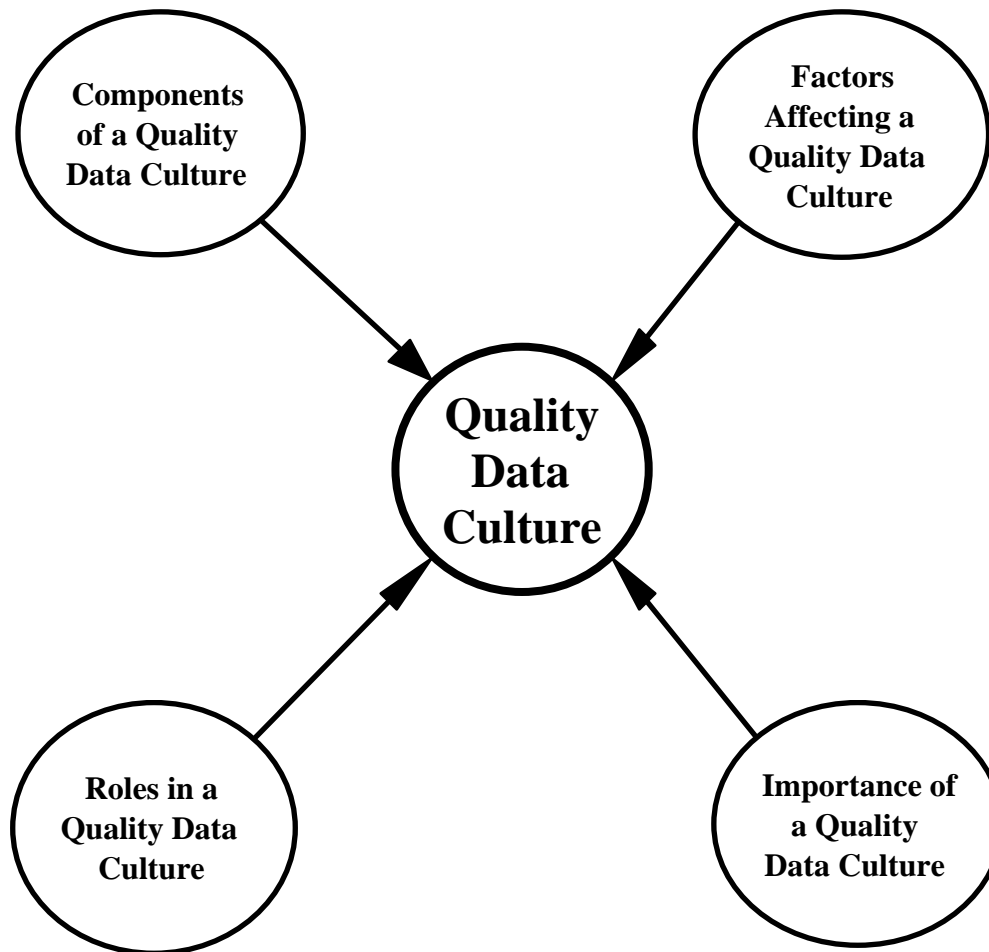


Quality Data Culture Concept Map



The Flow of Education Data

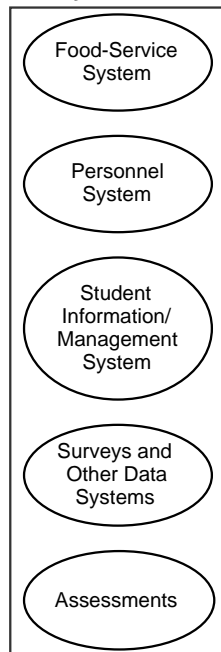
Key:

Data
Production

Data
Application

Other
Activities

Data Entry



Food-Service
System

Personnel
System

Student
Information/
Management
System

Surveys and
Other Data
Systems

Assessments

Consolidation
of data into
single system

Optional

Generating
reports

Within LEA

Analysis of
data

Adjusting
curricular,
instructional,
and program
decisions

No Child Left Behind /
Adequate Yearly
Progress status, funding
decisions, program
evaluation, school &
district report card

To federal programs

State subsidy,
funding
decisions,
program
evaluation

To state

Data Entry Practices Assessment

District: _____

For each practice, put checkmarks indicating which quality data components will be affected by having the practice in place in a school or district. Please note that the utility component has been replaced with *Completeness*, as the utility of data is determined at other times in the production of quality data.

Physical Environment

Practice	Accuracy	Security	Timeliness	Completeness
Position work space to minimize visual, traffic, and other distractions				
Position desks to maximize privacy of materials on work surfaces				
Make sure computer screens do not face public areas				
Provide means for securing computer access (e.g., requiring passwords) and paper forms (e.g., providing locking file cabinets)				

Staff-Level Practices and Procedures

Practice	Accuracy	Security	Timeliness	Completeness
Maintain appropriate and up-to-date software and hardware				
Set aside certain times to focus on critical data entry				
Maintain access to and understanding of documentation regarding data entry and data correction procedures, including protocols for handling exceptions (e.g., parent won't provide complete information)				
Include basic edit checks in software				
Check data against authoritative source of data (e.g., original paper forms)				
Provide data entry reference sheet based on data dictionary				
Provide detailed documentation specific to software				
Train data entry staff regarding procedures, timelines, etc.				

Data Practices Assessment (continued)

School-/District-Level Practices and Procedures

<i>Practice</i>	<i>Accuracy</i>	<i>Security</i>	<i>Timeliness</i>	<i>Completeness</i>
Establish data entry timeline				
Have clear and frequent communication and expectations w/in building and district				
Operate Help Desk—Technology and Content				
Use “Team” approach/effort for collection/reporting				
Maintain leadership commitment to timeline, project plan, and resource allocation for data entry				
Provide ongoing professional development of office staff to ensure understanding of policies and procedures, and of the impact of data entry on data quality				
Run periodic data verification reports				
Review business rules				
Provide ongoing training (best practices, data-elements updates, timelines, procedure changes) to all appropriate staff				
Provide a supportive and safe environment (assign mentors—at whatever appropriate level) for asking questions and resolving issues				
Provide periodic review of business processes and procedures				
Establish a procedure for planning continuous improvement				

Sample Business Rules

- Students enrolling in kindergarten must be five (5) years old by September 30 of the school year.
- If student grade level is X, student must be between the ages of A and B.
- Before a student can receive a special education evaluation or special education testing, the student's parents must have filled out and signed the appropriate permission form.
- A student must have a 2.0 cumulative GPA to participate in sports.
- Enrollment by grade = X Carnegie credits earned.
- Exam X cannot be taken before Grade Level Y.
- When staff person is no longer in the district, do not enter him/her into the personnel or scheduling system for the new year.
- When a staff person is no longer in the district, enter the ending date and the ending reason into the personnel or scheduling system.
- When a student withdraws, inactivate that student's record in the student database.
- When a student withdraws, enter the withdrawal date in the student database and the withdrawal report form.